

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR BOARD MEETING
Tuesday, January 7, 2003
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gerald Derr, Doug McElroy, Elliot Mulberg, and Elaine Wright. Director Pat Perez was excused due to a job-related meeting.

General Manager Rita Velasquez, Fire Chief Mark Meaker, Administrator of Parks & Recreation David Wigginton, and Administrative Services Director Jeff Ramos were also in attendance.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President McElroy called the meeting to order at 6:30 p.m.
2. Director Derr led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. On behalf of the Board, President McElroy presented outgoing President Gerald Derr with a Plaque of Appreciation recognizing his dedicated service to the District.
2. Adelay Idler, on behalf of the Elk Grove Laguna Women's Club presented two checks to the Fire Department for a total of \$10,775 towards the purchase of a thermal imaging camera.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. Administrative Services Department – Rita Velasquez stated staff is working on the mid-year budget review report and Vital Few Goals for FY 2003–04, which will be agendized for the February 18 Board meeting. The new CSD web site is up providing users with more information; additions to the site will include a District map with information about amenities at each facility, locations, and biographies of individuals the facilities are named after. Rita stated it is a work in progress and staff will continue to revise and add on to it.

Rita reported she met recently with Joyce Drush, Director of the Senior Center of Elk Grove who indicated they are contemplating adding on to the facility. Rita stated Joyce was made aware any work on the facility would have to be approved by the CSD Board and emphasized the importance for CSD to be presented with plans for any proposed improvements to the Center.

Work continues on existing projects, which include the HVAC and fire sprinkler system for the Administration building, the Library project, the Fire Training Facility, and the Barbara Morse Wackford Aquatic and Community Complex. The Laguna Stonelake restrooms are at 90% completion with the park dedication scheduled for June 21. The Maintenance Facility at the Laguna Community Park has been completed and staff has moved into the facility.

The East Franklin, Elk Grove–West Vineyard, and East Elk Grove financing plans updates have been forwarded to the County and the City of Elk Grove to insure adequate funding for fire and park facilities located in those areas.

With the New Year, Rita will continue to attend all Elk Grove's City Council, Planning Commission, and General Plan meetings and staff will monitor the state budget crisis to determine what, if any impact will result for the CSD. Upcoming events include the Chamber Installation of Officers dinner scheduled for Saturday, January 21, 6:00 p.m. at the Holiday Inn Express.

Jeff Ramos reported the EGCSO Comprehensive Annual Financial Report was mailed off to GFOA and CSFMO on December 12. He attended the Board of Supervisors' December 10 hearing, where they preliminarily approved the funding request submitted by the CSO for Phase II of the Johnson Park, the Caterino Park lot, and Hawkins Park. Staff will bring the item back to the Board for final approval.

Upon Board approval of an amendment to the City of Elk Grove's Ordinance, Chapter 22.40 concerning parkland dedication and fees in the East Franklin Specific Plan area on tonight's agenda, staff will go back to the City for approval of the conditions. Also on tonight's agenda is the Resolution initiating proceedings for the Vista Creek annexation in Benefit Zone 3; staff has been preparing the notice and ballots to be mailed out to property owners in that area; a public hearing will be scheduled thereafter regarding the annexation and conditions of approval.

Staff has been working with the Fire Department for the recruitment of the Logistics Technician and will be recruiting for the Administrative Analyst position. Staff is now busy preparing W2's and 1099's, which should be mailed out by January 15. Per Director Wright's request, Staff will schedule a tour of the new Parks maintenance facility for interested Board members.

2. Parks & Recreation Department – David Wigginton reported the December 6 Holiday Basket Auction generated \$3,600 for Operation Clyde, and there were 600 participants at Breakfast with Santa. The Park Maintenance Division has completed 107 work orders including the installation of a new pool heater at Elk Grove pool and replacement of 60 trees lost as a result of recent storms. In the Administration Division, staff has submitted an application to place Ehrhardt House on the National Register of Historic Places; updated the park naming process in anticipation of all new un-named facilities; and marketed Operation Clyde through the Elk Grove Food Bank. Recreation revenue is up 30% compared to the same time period last year, with expenses below budget. In the Planning and Design section, 15 plan checks have been completed; concept plans for Bartholomew and Morse Park are under way; construction documents for Rau Park are at 50% completion; and as requested by the Board, master plans for the Sonoma Creek, Fleming, Lewis, Jungkeit, Johnston, and Keema Parks have been distributed to the developers with projects adjacent to those parks. Finally, by way of general information, David reported participation in programs for the past month totaled 21,817 and 650 service hours were donated to the District by volunteers.
3. Fire Department – Chief Grueneberg reported since the last Board meeting, crews responded to 646 incidents. Two of note included the December 8 structure fire on High Point Court in Laguna Lake, causing \$800,000 in damages; the fire is of a suspicious nature and is currently under investigation. The other incident was a fire in the duct system at the Tia Rosa Tortilla manufacturing plant on Iron Rock Way. Another fire broke out a few days later in the same facility causing a total of \$500,000 in losses. The whole duct system has since been remodeled.

For the Training Division, the FBI conducted training on explosive devices and weapons of mass destruction. Radiological training was also conducted with the use of devices dealing with radiological problems. Chief Grueneberg reported OES Engine 2657 was dispatched to the Malibu fire last night at 11:00 p.m. The fire has since been contained; the Engine will return early Thursday morning.

D. COMMUNICATIONS FROM THE PUBLIC

1. NONE

E. CONSENT CALENDAR

1. The Board approved the December 3, 2002 regular Board meeting minutes. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
2. The Board ratified payment of the November 2002 bills and payroll for the EGCSO; and received and filed the Budget Status Reports for the month of November 2002. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
3. The Board received and filed a letter of appreciation to the Fire Department from Constantine Baranoff, Assistant Superintendent of Facilities and Planning with the Elk Grove Unified School District. The Board also received and filed two letters from the California Park & Recreation Society congratulating the Parks & Recreation Department for being awarded in two categories the Award of Excellence. The presentation of the awards to staff will occur at the CPRS Awards Banquet on March 22, 2003 during the 55th Annual California and Pacific Southwest Recreation and Park Training Conference.
4. The Board approved an amendment to the City of Elk Grove's Ordinance Chapter 22.40 concerning parkland dedication and fees in the East Franklin Specific Plan Area. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
5. The Board approved Resolution No. 2003-06, initiating proceedings, providing intention to levy assessments for Fiscal Year 2003-04 and Notice of Public Hearing for the annexation of the Vista Creek Project and included properties into the Elk Grove/West Vineyard Benefit Zone 3 of the District Wide Landscape & Lighting Assessment District. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
6. The Board approved the Joint Community Facilities agreement with the City of Elk Grove. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
7. The Board approved Resolution No. 2003-05, accepting a landscape corridor located on the north side of Elk Grove Boulevard, east of Four Winds Drive from Matthews Homes. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.
8. The Board ratified the action of the General Manager amending the Park Maintenance contract to extend it for two months and revising the scope and frequency of tasks to reflect the reduced work actually needed during the winter months. Derr-Mulberg, McElroy, Wright – yes; Perez – absent.

F. ADVERTISED PUBLIC HEARINGS

1. A Public Hearing was opened by President McElroy at 7:00 p.m. for adoption of the land use and development plans for Jungkeit Park, Johnston Park, Sonoma Creek Park, and Fleming Park; adoption of Resolutions No. 2003-01 through 2003-04, certifying the negative declaration for each park; and to certify the lead agency final determination of exemption from AB 3158 environmental review fee for each park.

With no comments received from the public, President McElroy closed the public hearing at 7:01 p.m. The Board proceeded to adopt the land use and development plans for the parks; adopt Resolutions No. 2003-01 through 2003-04, certifying the negative declaration for each park; and certifying the lead agency final determination of exemption from AB 3158 environmental review fee for each park. Mulberg- Wright, Derr, McElroy – yes; Perez –absent.

G. PUBLIC HEARINGS

1. NONE

H. STAFF REPORTS

1. The Board awarded the bid for general liability, property, automobile, and public officials' errors and omissions insurance coverage to Special District Risk Management Authority for calendar years 2003, 2004, and 2005. The premium of \$165,598 for calendar year 2003 will be pro-rated based on the balance of the term. The Board also approved a 6.6% administrative fee based on the premium for the three calendar years for Colton Insurance to act serve as broker/consultant to the District. Wright-Derr, McElroy, Mulberg - yes; Perez - absent.

I. BOARD OF DIRECTORS BUSINESS

1. The Board ratified President McElroy's 2003 CSD Committee assignments as follows:

<u>Committee</u>	<u>Chair</u>	<u>Member</u>
Budget/Finance/Insurance	Pat Perez	Gerald H. Derr
Fire	Gerald H. Derr	Elaine Wright
Fire Communications Board	Doug McElroy	Mark Meaker (Alternate)
Parks & Recreation	Doug McElroy	Elliot Mulberg
Policies & Procedures	Elliot Mulberg	Elaine Wright
Sacramento Council of Parks & Rec	Gerald H. Derr	
Senior Center Board	Pat Perez	David Wigginton (Alternate)
Strategic Planning	Elaine Wright	Doug McElroy

Mulberg-Derr, McElroy, Wright - yes; Perez - absent.

J. COMMUNICATIONS FROM THE PUBLIC

1. NONE

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. Due to recent enactment of a state law that requires no smoking within 25 feet of a playground, President McElroy requested staff come back with a report to establish a No Smoking ordinance for District's parks.
2. President McElroy requested the Board try to give staff notice before they identify items for future meetings.

L. ADJOURNMENT TO EXECUTIVE SESSION

1. NONE

M. ADJOURNMENT

With no further business, a motion was made at 9:25 p.m. to adjourn the meeting. Derr-Mulberg, McElroy-Wright; yes; Perez - absent.

Respectfully submitted,

Rita K. Velasquez
Secretary of the Board